

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
REGISTRAR  
(COMMUNITY COLLEGE PROFESSIONAL 19)  
12 MONTH TENURE TRACK POSITION**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Waterbury, CT

**Minimum Salary:** \$68,419, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** June 30, 2016

**Anticipated Starting Date:** Fall 2016

**MINIMUM QUALIFICATIONS:**

Masters degree in an appropriate field in addition to closely related experience in higher education of at least two years. Experience must include two years of experience in the supervision of the work of others.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the direction of the Dean of Academic Affairs, the Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and security of information about the College's students through effective performance in: student registration; comprehensive student records; interpretation, programming and implementation of academic policy; reporting of student information; budget management; management of staff. The position is expected to have extensive relationships with students, faculty, administrators and staff. These relationships require of the incumbent a high degree of courtesy, cooperation and genuine interest in assisting others in the pursuit of learning. The Registrar performs any other duties as assigned.

**TO APPLY:** For complete application instructions, please go to the Naugatuck Valley Community College website at [NVCC Registrar Position Announcement](#)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.